



**Full-Time Year Round
Ohio Early Intervention Service Coordinator
(formerly Help Me Grow Service Coordinator)**

Position Summary:

The Childhood League Center is currently looking for a full-time year-round Ohio Early Intervention (EI) Service Coordinator. The role of an EI Service Coordinator is to work with families with infants and young children under age 3 identified with developmental delays, linking them with early intervention services and providing parent support. The Childhood League Center is one of 6 Franklin county EI service coordination providers. The Center annually serves nearly 275 children and families in the home-based EI service coordination program.

Reporting Structure:

EI Service Coordinator reports to the Early Intervention Clinical Supervisor
Works in collaboration with Chief Program Officer

Responsibilities include but are not limited to the following:

- Assist parents of infants and toddlers with disabilities in obtaining access to needed early intervention services and other services identified in the Individual Family Service Plan (IFSP), including making referrals to providers for needed services and scheduling appointments for infants and toddlers with disabilities and their families.
- Coordinate the provision of early intervention services and other services (such as educational, social, and medical services that are not provided for diagnostic or evaluative purposes) that the child needs or is being provided.
- Coordinate evaluations and assessments.
- Facilitate and participate in the development, review, and evaluation of IFSPs.
- Conduct referral and other activities to assist families in identifying available early intervention service providers.
- Coordinate, facilitate, and monitor the delivery of services required to ensure that services are provided in a timely manner.
- Conduct follow-up activities to determine that appropriate EI Part C services are being provided.
- Inform families of their rights and procedural safeguards.
- Coordinate the funding sources for EI services on an IFSP and implement the System of Payment rule.
- Facilitate the development of a transition plan to preschool, school, or, if appropriate, to other services.
- Provide family advocacy and assist parents in becoming advocates for their child.
- Maintain appropriate case files including correspondences and records received from parents, service providers, and/or medical providers as well as case notes and various other forms of documentation.

- Participate in all required EI service coordination trainings and other professional development as required or indicated by best practice.
- Coordination of benevolent services, such as holiday help, the furniture program, emergency fund, food pantry, clothes closet, respite, family events, etc.; work collaboratively with Center social workers and community programs.
- Miscellaneous duties as assigned.

Education and Required Qualifications:

- Bachelor Degree in designated field of study (i.e. Child Development, Early Childhood Education, Social Sciences, Nursing, etc.) required
- Complete required Ohio Department of Developmental Disabilities provided training for Service Coordinator credential
- Experience working in an interdisciplinary setting required
- Possession of a valid Ohio driver's license; willing to travel locally using own transportation (mileage reimbursed) required
- Two (2) – Five (5) years' experience with a home visitation model preferred
- MINIMUM PHYSICAL REQUIREMENTS
 - Sitting - Constantly (67-100%)
 - Stooping - Occasionally (0-33%)
 - Standing - Occasionally (0-33%)
 - Talking on the phone or in person - Constantly (67-100%)

To be considered for candidacy for this position, please submit cover letter and resume via email to Paula Litton at PaulaL@childhoodleague.org or mail to The Childhood League Center 674 Cleveland Ave. Columbus, OH 43215. If submitting by mail please reference **EI Service Coordinator**.